

**Beth Israel Deaconess Medical Center  
BIDMC Manual**

*Personnel policies by their nature are constantly under review as they are affected by changes in applicable laws, economic conditions and the Medical Center's business. While the Medical Center believes in its policies, the Medical Center reserves the right to revise or terminate policies at any time, and diverge from existing policies when it deems appropriate. Nothing in this Policy is intended to constitute a contract between the Medical Center and any employee, or create a promise by the Medical Center of any kind, regardless of what this Policy states. Unless you have a written agreement for continued employment signed by you and an authorized representative of the Medical Center, you are an at-will employee and either you or the Medical Center may terminate your employment at any time and for any reason, with or without notice.*

**Title: Drug-Free Workplace**

**Policy: PM-26**

**Purpose:**

To maintain an alcohol-free and drug-free workplace.

**Policy Statement:**

It is the policy of the Medical Center to maintain an alcohol-free and drug-free workplace.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including marijuana, is prohibited in the workplace. On-the-job consumption of alcohol or inappropriate use of prescription or over-the-counter drugs are also prohibited in the workplace. Employees may not work, drive a Medical Center vehicle, or drive any vehicle while engaged in Medical Center-related business when they are under the influence of a controlled substance (including marijuana), alcohol, or inappropriately used prescription or over-the-counter drugs. Depending on the circumstances and to the extent permitted by law, following a violation of this policy, the Medical Center may require, as a condition of continued employment, that an employee be subject to for-cause drug testing and to complete a drug or alcohol abuse assistance or rehabilitation program approved by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. Any violation of this policy is also grounds for disciplinary action up to and including suspension or immediate termination of employment.

In addition to undermining the Medical Center's ability to provide a safe and healthy environment for its employees, patients, and visitors, violations of this policy may negatively affect an employee's ability to perform his or her job and may negatively affect the business interests, reputation, and integrity of the Medical Center.

The Medical Center encourages any employee seeking help with substance abuse to reach out to our Employee Assistance Program (EAP). The EAP provides free, professional counseling to assist employees with personal or work-related problems. All counseling services provided by the EAP are held strictly confidential. The EAP has several office locations throughout the Boston area. For a confidential consultation or to

make an appointment, please call (800) 451-1834.

**Notification:**

It is a condition of employment that each employee abides by this policy. It also is a condition of employment that each employee notifies the Medical Center within (5) days of any criminal drug conviction for a violation occurring in the workplace.

The Medical Center has an obligation to notify the appropriate federal agency with ten (10) days of receiving such notice of a conviction.

Further, within thirty (30) days of notice of such a conviction, the Medical Center will take appropriate action, up to and including requiring that the employee complete a drug or alcohol abuse assistance or rehabilitation program approved by a federal, state, or local health agency, law enforcement agency, or other appropriate agency, and/or suspension or termination of employment.

Managers who have questions regarding these guidelines should contact Human Resources.

**Vice President Sponsor: Judith Bieber, Chief Human Resources Officer**

**Approved By:**

**Senior Management Team: 2/25/19**

**Pete Healy  
President**

**Requestor Name: Andrew Zaglin, Director of Employee and Labor Relations**

**Original Date Approved: 6/2004**

**Next Review Date: 2/22**

**Revised: 6/07, 10/09, 6/10, 3/13, 2/19**

**Eliminated:**

**References:**

